

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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Austin, Texas 78711-3087

(512)239-0102



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Fax: (512)239-0111

State Title: Natural Resources Spec II

Functional Title:

Job Posting: 15212

Monthly Salary: \$3081.33

Salary Group: B17

Posting Date: 03/31/2015

Close Date: 04/15/2015

Section/Division: Compliance Monitoring Section/ Enforcement Division

Work Location: 12100 Park 35 Circle, Austin, TX 78753

Openings: One(1)

Position #(s): 0148

Job Description:

Conducts compliance monitoring on water quality permits for the Enforcement Division of the Texas Commission on Environmental Quality (TCEQ). Conducts document reviews to assess compliance and identify and resolve violations with water quality regulations. Produces technical correspondence and documents to initiate informal or formal enforcement action for identified violations. Maintains facility records, self-reported data, and enforcement data on required tracking system(s) and conducts quality control of entered data and calculations to ensure accuracy. Provides technical assistance to the regulated community, the public, and agency staff on self-reporting matters. Conducts reviews of selected files to ensure compliance with program standards. Provides technical assistance for the preparation of management reports and conduct special projects as assigned by management.

Minimum Qualifications:

A bachelor's degree from an accredited college or university, with a major in a natural or physical science, engineering, environmental studies, or related field (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION).

One year of full-time experience in the field of environmental activities may be substituted for each year (30 semester hours) of the required education.

Preferred Requirements:

Bachelor's degree with a major in natural or physical science or environmental studies.

Experience interpreting and/or applying rules, statutes and/or policies.

Experience maintaining or updating databases.

Experience managing multiple projects, cases, or accounts.

Special Requirements:

Moving up to 15 pounds of paper/files.

Traveling up to 5% of the time.

The agency will review the applicant's driving history in connection with the use of a vehicle in the performance of the job.

Condition of Employment:

TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment. Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ. TCEQ will conduct a criminal history records search on candidates selected for posted vacancies. Only applicants who are interviewed will receive written non-selection notification.

Submit a standard State of Texas application for **each job posting** to the Texas Commission on Environmental Quality, Human Resources & Staff Services (HRSS) office by 5:00 p.m. on the closing date. A signed faxed or emailed copy is acceptable. In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance.

Texas Commission on Environmental Quality is an Equal Opportunity Employer